

**DOCUMENT 00 11 16**

**INVITATION TO BID**

**Project:**

Health Clinic Remodeling  
1250 Lears Road, Petoskey, MI 49770

**Owner:**

Little Traverse Bay Bands (LTBB) of Odawa Indians  
7500 Odawa Circle  
Harbor Springs, MI 49740

**Architect/Engineer:**

Anthony P. Esson, Architect  
PO Box 479  
Gaylord, MI 49734

Date: September 16, 2016

LTBB Odawa Indians will receive Bids from General Contract Bidders for remodeling to the existing LTBB Health Clinic located at 1250 Lears Road, Petoskey, MI 49770.

Sealed Bids may be mailed or delivered in person to LTBB Odawa Indians, c/o Bryan Gillett, Planning Director; 7500 Odawa Circle, Harbor Springs, MI 49740. Bids must be received prior to 2:00 PM local time on October 18, 2016. Bids will be opened and read aloud at 2:00 PM, October 27, 2016 at the LTBB Odawa Indians Governmental Center located at 7500 Odawa Circle, Harbor Springs, MI 49740. The Owner will not consider or accept a bid received after the date and time specified for bid submission.

There will be a Pre-Bid Meeting conducted by the Owner and Architect/Engineer at 1:00 PM local time, Friday, October 14, 2016. The meeting will convene at the Health Clinic, 1250 Lears Road, Petoskey, MI 49770. The Pre-Bid Meeting will consist of a brief informational meeting followed by an opportunity for Bidders to examine the Project site. Attendance by Bidders is mandatory. Attendance by Sub-bidders is not mandatory, but is strongly encouraged.

Bidding Documents will be available on or about September 27, 2016. Bidding Documents will be available to Bidders in electronic format (.pdf) free of charge by emailing Shari Temple, Planning Assistant at [stemple@ltbbodawa-nsn.gov](mailto:stemple@ltbbodawa-nsn.gov) with a request for Bidding Documents. Bidders notifying Shari Temple will be included on the Bidders List.

Bidding Documents will also be on file for inspection at the following locations:

LTBB Odawa Indians Planning Department  
Builders Exchange Traverse City, Grand Rapids, Lansing, and Saginaw  
CDC News Michigan  
Construction Association of Michigan  
Construction News Corporation  
Reed Construction Data  
McGraw Hill, F.W. Dodge

Bidders must not appear as listed parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Nonprocurement suspension and debarment. Bidders shall include certification regarding suspension and debarment on the Form provided in the Bid Documents.

A Bid security in the amount of 5 percent of the Bid Sum in the form of a Bid Bond, or certified check payable to the Owner shall accompany each Bid. A personal or company check does not constitute a Bid security.

Refer to other bidding requirements described in Document 00 21 13.

Bids shall be submitted on the Bid Form provided in the Bidding Documents.

The successful Bidder will be required to furnish Performance and Labor/Material Payment Bonds in the amount of 100% of the contract amount.

Bids will be required to be submitted under a condition of irrevocability for a period of 60 days after submission.

The Owner reserves the right to accept or reject any or all Bids, either in whole or in part; to award the Contract to other than the lowest Bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of the Owner.

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